

Message

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**From:** Glance, Jacob P [Jacob.P.Glance@wv.gov]  
**Sent:** 8/16/2018 1:59:50 PM  
**To:** schaffer, joan [schafer.joan@epa.gov]  
**Subject:** Minden Letter

I have been tasked with drafting the letter to Cosmo.

Can we talk this morning so I can get an idea of what it needs to say? Or if there is a template?

Thanks -

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